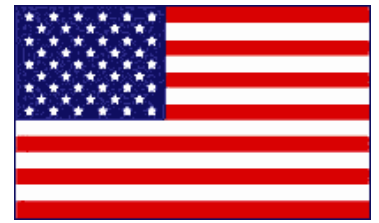




# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)  
Hillsboro, OR East Portland, OR*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  <b>T38-10-0020-PS</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Medical Record Administrator (Coding Auditor) FS GS-669-9 \$49,020 to \$63,726 per annum (Based on full-time employment)</b>	3. <u>Tour of Duty</u>  <b>8 am - 4:30 pm M-F</b>	4. <u>Duty Station</u>  <b>Business Office, Portland Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent 1 Full-time position</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-273-5236</b>	7. <u>Opening Date</u>  <b>10/22/09</b>	8. <u>Closing Date</u>  <b>11/06/09</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Any US Citizen

### MAJOR DUTIES:

The incumbent acts independently to plan, organize, direct and control areas with emphasis on data validation, coding and analysis, and generation of reports associated with the Medical Center's Coding program. This includes professional health information management functions including retrieving, reviewing and abstracting health record information. The incumbent communicates tactfully and effectively, both orally and in writing, in order to meet program objectives. This may include preparing reports in various formats and presenting data to various organizational levels about coding findings/monitoring/outcomes. The incumbent performs coding audits in health records to assess coding accuracy and education within the organization. The incumbent draws on his/her knowledge of program objectives and sees that work is prioritized and accomplished within set time frame in areas of responsibility. The incumbent will advise and assist the Coding Section in the identification of training, in-services or educational needs of personnel. In addition, the incumbent will present educational resources to the health information management staff and the professional staff as needed or provide goals as requested. Incumbent is responsible for assuring a coding compliance program has been developed, implemented and maintained, and all policies and procedures are in place. Assures CPT and ICD codes, DRGs, APGs and modifiers can support clinical and physician medical documentation for proper and consistent data collection and reimbursement.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G33) for GS-669 series applies and may be reviewed in the Human Resources Management Service Office.

#### **Basic Requirements:**

- **Citizenship.** Citizen of the United States.
  - **Education or Experience**
    - **Experience**
      - Three years of experience in the field of medical records that included the preparation, maintenance, and management of medical records and health information systems. At least 1 year of this experience must be comparable to a GS-8 level position.
      - An associate's degree in the health information field plus 1 year of experience that included the preparation, maintenance, and management of medical records and health information systems.
- NOTE:** Successfully completed training for health information technicians in a school accredited by the American Health Information Management Association (AHIMA) at the time the program was completed may be substituted for 1 year of experience. No credit may be given for partial completion of such training.
- **Education.** Education equivalent to a baccalaureate degree from an accredited university or college. The

(Continued on next page)

Coding Auditor holds academic credentials either as a Registered Health Information Administrator (RHIA); a Registered Health Information Technician (RHIT); Certified Coding Specialist (CCS) or has progressive education and experience in health information and/or coding; and/or has a specialized certification as a coding specialist. OR;

- **Experience/Education Combination.** Equivalent combinations of experience and education may be used to meet basic requirements.

**Specialized Experience:** At least 1 year of experience comparable to the next lower grade level that demonstrates the KSAs described at that level.

**Substitution of Education for Experience:** Education equivalent to 2 full years of progressively higher level graduate education or master's or equivalent graduate degree from an accredited college or university in a field directly related to health information. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

#### **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***Applicants must demonstrate through their experience or education that they possess the following published KSAs(from VA Handbook 5005) for the grade at which they wish to apply (and grades below that grade if applicable):***

1. Comprehensive understanding of clinical classification systems and nomenclatures.
2. Ability to provide advisory and technical expertise on a range of health information management/medical record issues to staff, management, and the general public.
3. Ability to use data collection and analytical techniques for purposes of review, quality control, studies and analysis.
4. Knowledge of and ability to use and evaluate software programs and information systems relative to health information services.
5. Knowledge of anatomy, pathophysiology, and medical terminology.
6. Ability to interpret and apply knowledge of clinical classification systems such as International Classification of Diseases (ICD), Current Procedural Technology (CPT), the Systematized Nomenclature of Medicine (SNOMED), and the Healthcare Common Procedure Coding System (HCPCS);
7. Ability to determine and evaluate compliance with the standards of regulatory and accrediting bodies such as the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), the Centers for Medicare and Medicaid Services, etc.;
8. Ability to provide technical advice and/or provide oversight on health information issues. This includes skill in interpreting and adapting health information management guidelines that are not completely applicable to the work or have gaps in specificity;
9. Ability to extract information, generate reports from various databases (e.g. clinical, financial), and analyze data including a consideration of such issues as applicability, validity, reliability, and the quality and characteristics of the data source, etc.;
10. Advanced knowledge and extensive experience of the full scope of coding and abstracting including inpatient discharges, surgical cases, diagnostic studies and procedures, outpatient encounters, and inpatient professional fees for a highly diversified range of specialties and subspecialties, such as orthopedics, neurosurgery, cardiology, gastroenterology, plastic surgery, spinal cord injury, blind rehabilitation, anesthesia, acute and long term psychiatry including addiction treatment, hospice, ambulatory surgery, and other types of care.

#### **CONDITIONS OF EMPLOYMENT:**

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Applicants without prior federal service will be appointed at step one of the grade

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

All information submitted to this VA Medical Center is subject to verification by VetPro.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking

is limited on main Portland campus.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

## **HOW TO APPLY:**

### **Portland VAMC Permanent Employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

### **Other VA Permanent Employees must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

### **Non VA Applicants must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. **A copy of your college transcripts**

**All application packets must be received in Human Resources by Close of Business (COB) on 11/6/2009.**

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: T38-10-0020-PS**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

## **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**